



eduphoria!

# Employee Appraisal System (EASy)

## Conducting a Pre & Summative Conference

### Quick Reference Guide

\*Once campus administrators have successfully set up the Appraise staff list, conducting conferences may begin. Below is a list of steps guiding campus principals through the process:

#### Step 1:

Login at <http://eduweb.saisd.net> using your username and password

The login screen for SchoolObjects. It features the 'eduphoria! SchoolObjects:' logo at the top. Below the logo, it says 'Enter your username and password to begin.' There are two input fields: 'Username:' and 'Password:'. At the bottom, there is a green 'Login' button with a right-pointing arrow.

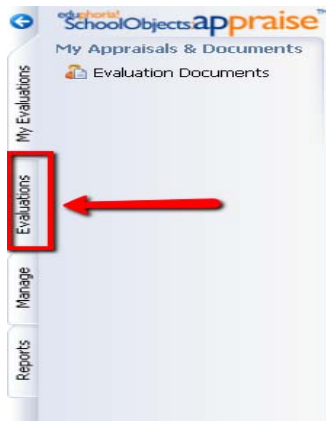
#### Step 2:

Once logged in, click Appraise



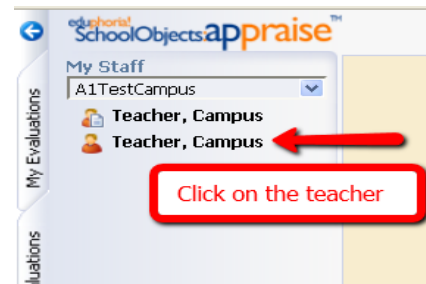
#### Step 3:

Click on the Evaluations Tab



#### Step 4:

Click on the staff member's name



#### Step 5:

- Click New Evaluation
- Select Summative from the drop down menu and select Pre & Summative Conference Guide then click Next
- Select a Date for the conference then click Next
- Click Finish
- Begin your conference

